

## **Analytical information on the processing of personal data for purposes of research and selection of personnel**

Niederdorf Italia srl, with legal site in Verona, Via Maiella 18, p.iva 02804760235, as accountable for the Data Controlling, informs you pursuant to art. 13 of the law decr. n. 196 of 30 June 2003 and of art. 13 EU Regulation n. 2016/679 "GDPR" that your data will be processed in the manner and for the following purposes:

### **1. Object of the treatment**

The personal data you provide will be processed by the Data Controller on paper, computer or electronic media.

### **2. Purpose of the processing**

Your personal data are processed without your prior express consent (art.24 letter a), b), c) Privacy Code and art. 6 lett. B), e) GDPR) for the following purposes:

- allow registration on the Site;
- allow you to apply online through the Site for research and selection purposes or for an in-depth evaluation of the potential;
- manage and maintain the site;
- fulfill the pre-contractual and contractual obligations deriving from existing relations with you;
- fulfill the obligations established by the law, by a regulation, by community legislation or by an order of the Authority
- prevent or discover fraudulent activities or malicious activities harmful to the Site;
- exercise the rights of the owner, for example the right to defense in court.

### **3. Methods of processing**

The processing of your personal data is carried out by means of the operations indicated in the art.4 Privacy Code and art. 4 n. 2) GDPR and more precisely: collection, registration, organization, storage, consultation, processing, modification, selection, extraction, comparison, use, interconnection, blocking, communication, cancellation and destruction of data. Your personal data are subjected to both paper and electronic and / or automated processing.

- a) Personal data received electronically through the website will be stored in digital and / or manual form, for the execution of further selection operations, subject to possible updating of the same. The aforementioned data will be kept for 3 years starting from the last update (updating means both changes made by the user itself and by Niederdorf Italia srl, with the consent of the user, also verbal.) The month before the deadline will be sent an email with the update request. If the recipient does not update the curriculum vitae, the data will be deleted.
- b) b) In some cases the data received through the site will be printed for selection purposes and will be kept for 3 years. The destruction will take place on December 31 of the third year as a calendar year.
- c) c) The data received in paper form by post, by fax or by filling in the form provided in the selection interviews at Niederdorf Italia srl will be kept for 3 years. The destruction will take place on December 31 of the third year as a calendar year.
- d) The data downloaded from sites authorized to process personal data for selection purposes, with the consent of the candidate, will be treated as described above.
- e) Regarding the curriculum vitae received by e-mail to the emails belonging to the niederdorfitalia.info domain, namely sf@niederdorfitalia.info, dp@niederdorfitalia.info; form@niederdorfitalia.info, gc@niederdorfitalia.info, niederdorf@niederdorfitalia.info, selezione@niederdorfitalia.info will be sent email or the user will be contacted by telephone, asking him to insert his data in the database through the site.
- f) The curriculum vitae received by email or fax will be deleted on December 31 of the same calendar year in which it was received.

In case of assent of the user through telephone contact or exchange via e-mail with an operator from Niederdorf Italy, the rules described above in points a) and b) will be applied.

- Otherwise the data will be kept until December 31 of the same year.
- In the case of printing a curriculum the rules set out in point b) are applied

#### 4. Access to data.

Your data may be made accessible for the purposes mentioned above:

- to employees and collaborators of the Data Controller, in their capacity as persons in charge and / or internal managers of the processing and / or system administrators;
- to third-party companies, to customers potentially interested in your professional profile and to other subjects carrying out research and selection of personnel or other subjects (as an indication, web site providers, suppliers, hardware and software assistance engineers, studies professionals, etc.) who carry out outsourcing activities on behalf of the Data Controller, in their capacity as external data processors.

#### 5. Communication of data

Without your express consent (pursuant to Article 24 letter a), b), d) Privacy Code and art. 6 lett. b) and c) GDPR), the Data Controller may communicate your data for the purposes referred to in art. 2 to Supervisory Bodies and Judicial Authorities where required by law. Your data will not be disclosed.

#### 6. Data transfer

The management and storage of personal data will take place on servers located within the Union

European. The data will not be transferred to outside the European Union. In any case, it is understood that the Data Controller, where necessary, will have the right to move the server location to Italy and / or the European Union and / or non-EU countries. In this case, the Data Controller hereby ensures that the transfer of non-EU data will take place in accordance with the applicable legal provisions, stipulating, if necessary, agreements that guarantee an adequate level of protection and / or adopting the standard contractual clauses provided for European Commission.

#### 7. Nature of the provision of data and consequences of refusal to reply

The provision of data for the purposes referred to in art. 2 is mandatory. In their absence, we will not be able to guarantee the registration to the Site or allow you the candidacy for the research and selection projects or in-depth evaluation of the potential.

#### 8. Rights of the interested party

In your capacity as interested parties, you have the rights set forth in art. 7 of the Privacy Code and art. 15 GDPR e precisely the rights of:

- i. obtain confirmation of the existence or not of personal data concerning you, ii. obtain the indication: a) of the origin of personal data; b) of the purposes and methods of the treatment; c) of the logic applied in case of treatment carried out with the aid of tools electronic; d) of the identifying details of the holder, the managers and the representative designated pursuant to art. 5, paragraph 2 of the Privacy Code and art. 3, paragraph 1, GDPR; e) of the subjects
- o the categories of subjects to whom personal data can be communicated or who can get to know it as a designated representative in the territory of the State, of managers or agents;
- iii. obtain: a) updating, rectification or, when you are interested, integration of data; b) cancellation, transformation into anonymous form or blocking of data processed in violation of the law, including those whose retention is not necessary in relation to purposes for which the data were collected or subsequently processed; c) the attestation that the operations referred to in points a) and b) have been brought to the attention, including as

regards their content, of those to whom the data have been communicated or disseminated, except in the case in which such fulfillment proves impossible or involves a manifest use of means disproportionate to the protected right;

iv. to object, in whole or in part: a) for legitimate reasons, to the processing of personal data that they concern, even if pertinent to the purpose of the collection; b) to the processing of personal data that They concern you for the purpose of sending advertising material or direct sales or for the fulfillment of market research or commercial communication.

Where applicable, you also have the rights referred to in Articles 16-21 GDPR (Right of rectification, right to be forgotten, right of limitation of treatment, right to the portability of contractual data and rough navigation, right of opposition), as well as the right of complaint to the Guarantor Authority.

For the full text of the law 196/2003 it is possible to consult the website of the Privacy Guarantor: [www.garanteprivacy.it](http://www.garanteprivacy.it)

#### 9. How to exercise rights

You can exercise the rights at any time:

- by sending an e-mail, a fax or a registered letter a.r. to the owner's address;

#### 10. Holder, manager and agents

The data controller is Niederdorf Italia srl

The external manager for the management of the platform is Altamira S.r.l., with headquarters Legal in Via G. Marradi, 1 20123 Milan.

The updated list of data processors and data processors is kept at the headquarters of the Data controller

Last updated March 22, 2018